

CONFIDENTIAL

22 JUL 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT: Part-time and Summer-only Employment of Dependents of Agency Personnel

1. Pursuant to your instructions, the attached proposed OPM renewes the procedures on this subject developed about a year ago. The proposed OPM essentially reinstates the procedures employed last summer. In addition thereto, your verbal instructions to the Chief, Processing and Records Division, relative to the processing of such actions have been included. This Staff, moreover, proposes three changes in the OPM and the Personal Service Contract, Form No. 37-53a, in order to prevent Social Security coverage, WAE employment and IAB assignment of such personnel. The Office of General Counsel has stated that there is no legal basis for extending Social Security to employees hired by contract (see attachment 1). Because of the limited period of time in which clerical employees will be utilized under this procedure, we do not consider it economical to employ them on a WAE basis. They should be required to work a regularly prescribed work week, either full time or part time. Also WAE employment could create certain frictions between personnel hired in this manner and other employees required to observe a regular work week.

2. This procedure, with the exception of the three changes by PAS (indicated above) has been reviewed by the Chiefs, PRD, PUD and PPD, and their comments incorporated.

Signed

[Redacted]  
Chief, Planning and Analysis Staff

25X1A

## Attachments

25X1A

PAS/[Redacted]:emv (19 Jul 54)

## Distribution:

O & 1 - Addressee  
4 - PAS

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NO CHANGE IN CLASS  X  
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Remarks, Section something to  
effect, the conditions of employment  
are stated in the PSC (Contract No.)  
which is on file in the Agency

Ex OP desires to stop giving  
PCO the contract for possible  
showing around unless we can  
think of good reasons why  
it should be given them